

***Department of
Career and Technical Education***

Program Evaluation for Agriculture Education - Postsecondary

Local Education Agency (LEA): _____
Reporting_Date: _____
Completed_By: _____
Instructor: _____
Administrator: _____

S = A Strength
M = Meets Expectations
I = Improvement Opportunity
NA = Not Applicable

Standard One - Instructional Planning and Organization

- 1) Does instructional planning provide opportunities for students to develop the necessary skills and competencies needed for employment? (Suggest reviewing instructional plan.)
- 2) Is instruction directed toward appropriate and clearly formulated objectives developed with input from partnerships such as community, business and industry and other faculty? (Suggest reviewing State Postsecondary Articulation Committee Guidelines for common course numbering and content.)
- 3) Is there evidence of integrating and/or teaching basic skills throughout the curriculum? (Suggest reviewing course descriptions and syllabi)
- 4) Is curriculum enriched with related resources such as guest speakers, field trips and other community resources? (Suggest reviewing course syllabi.)
- 5) Describe the program's strengths for instructional planning and organization:
- 6) Describe the program's improvement opportunities for instructional planning and organization:

Standard Two - Instructional Materials Utilization

- 1) Are appropriate instructional resources and current technology provided and utilized to support the curriculum and enhance instruction? (Suggest reviewing available resources.)
- 2) Do instructional materials support the state-approved Memorandum of Understanding and guidelines for common course numbering and content? (Suggest reviewing instructional materials, course titles, etc.)
- 3) Describe the program's strengths for instructional materials utilization:
- 4) Describe the program's improvement opportunities for instructional materials utilization:

Standard Three - Instructional Personnel

- 1) Does the instructor hold the appropriate license/credential in his/her specific field? (Suggest reviewing instructor's license/credential.)
- 2) Does the instructor participate in career and technical education conferences, college courses, professional development meetings or other types of training? (Suggest reviewing instructor's professional growth activities.)
- 3) Is the instructor involved in related professional organizations? (Suggest identifying professional organization memberships.)
- 4) Does the instructor utilize appropriate technologies and resources to support the curriculum and enhance instruction? (Suggest reviewing equipment, resources and technology use.)

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- 5) Is the instructor provided an extended contract to accommodate curriculum development, internship supervision, CTSO activities and professional development? (Suggest reviewing instructor's contract and summer calendar.)
 - 6) Describe the program's strengths for instructional personnel:
 - 7) Describe the program's improvement opportunities for instructional personnel:

Standard Four - Enrollment and Student-Teacher Ratio

- 1) Are class sizes appropriate to the size of facilities and number of work stations? (Suggest observing laboratory activities.)
- 2) Does program information ensure that students and school personnel are familiar with the goals, objectives, activities and prerequisites of the program and career opportunities available to participants? (Suggest reviewing course syllabi, brochures and display materials.)
- 3) Are dual enrollment and transfer guidelines promoted and implemented? (Suggest reviewing policies.)
- 4) Describe the program's strengths for enrollment and student-teacher ratio:
- 5) Describe the program's improvement opportunities for enrollment and student-teacher ratio:

Standard Five - Equipment and Supplies

- 1) Is the program adequately equipped to support the independent study needs of the largest class of students? (Suggest observing equipment and training stations.)
- 2) Is a budget in place to purchase equipment and supplies similar to those used in business and industry? (Suggest reviewing budget.)
- 3) Are equipment inventories current and regularly updated? (Suggest reviewing equipment schedule for updating inventory.)
- 4) Are procedures established and funds provided for replacement and/or repair of malfunctioning equipment and tools? (Suggest reviewing equipment procedures. Review long-range plan and/or budget.)
- 5) Describe the program's strengths for equipment and supplies:
- 6) Describe the program's improvement opportunities for equipment and supplies:

Standard Six - Instructional Facilities

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- 1) Is facility adequate to ensure safety, privacy and quality training in relation to the program's objectives? (Suggest observing size and arrangement of classroom.)
- 2) Does the facility provide an environment conducive to learning and working? (Suggest observing for lighting, ventilation, noise, painting, repair work, etc.)
- 3) Are facilities arranged in a manner to maximize instructional function, supervision, class control and student safety? (Suggest observing classrooms.)
- 4) Is adequate office space and necessary equipment provided? (Suggest observing office space and equipment.)
- 5) Is storage space functional and sufficient for instructional materials, supplies and equipment? (Suggest observing storage area.)
- 6) Describe the program's strengths for instructional facilities:
- 7) Describe the program's improvement opportunities for instructional facilities:

Standard Seven - Safety and Sanitation Training and Practices

- 1) Is appropriate safety and sanitation instruction planned, demonstrated and practiced in classroom activities? (Suggest reviewing safety procedures.)
- 2) Have appropriate measures been taken to protect students and instructor from contamination resulting in injury? (Suggest reviewing program's policies.)
- 3) Are classrooms, laboratories and storage areas arranged and utilized to emphasize safety? (Suggest observing facility.)
- 4) Are regular safety checks of the department conducted? (Suggest reviewing safety checklists.)
- 5) Describe the program's strengths for safety and sanitation training and practices:
- 6) Describe the program's improvement opportunities for safety and sanitation training and practices:

Standard Eight - Program Advisory Committee and Community Relations

- 1) Does the program's advisory committee meet twice a year and are minutes submitted to CTE? (Suggest reviewing advisory committee schedule.)
- 2) Does the advisory committee include representation from school personnel and appropriate community, business and industry personnel? (Suggest reviewing committee members list.)

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- 3) Is information on program activities provided to audiences within the community? (Suggest reviewing program activities.)
- 4) Are recommendations from the advisory committee acted upon and/or incorporated into the program? (Suggest reviewing recent recommendations.)
- 5) Does the instructor participate in community activities and civic organizations (Chamber of Commerce, County Fair, etc.)? (Suggest reviewing instructor's community involvement.)
- 6) Describe the program's strengths for program advisory committee and community relations:
- 7) Describe the program's improvement opportunities for program advisory committee and community relations:

Standard Nine - Leadership Development Opportunities/Career and Technical Student Organization

- 1) Is each student given the opportunity and encouraged to become an active member of the Postsecondary Agriculture Student Organization (PAS)? (Suggest reviewing membership recruitment.)
- 2) Are leadership development activities an integral part of the instructional program? (Suggest reviewing instructional material.)
- 3) Is the program provided an adequate travel budget to facilitate participation in CTSO activities? (Suggest reviewing travel policy and budget.)
- 4) Describe the program's strengths for career and technical student organizations:
- 5) Describe the program's improvement opportunities for career and technical student organizations:

Standard Ten - Workplace Experience/Cooperative Learning Experience

- 1) Does each student have the opportunity to participate in work-based learning (supervised internships/job shadowing activities) related to program objectives? (Suggest reviewing work-based opportunities.)
- 2) Are Training Agreement, Training Plan and other appropriate documentation signed and on file for each student participating in work-based experience? (Suggest reviewing documentation.)
- 3) Is time provided in the instructor's schedule to coordinate work-based learning (including time to visit students and employers at the worksite)? (Suggest reviewing master teaching schedule.)
- 4) Does each student have an opportunity to compile a resume, complete a job application, prepare for a job search and complete other relevant applications as a part of the instructional program? (Suggest reviewing career planning activities.)
- 5) Describe the program's strengths for coordination activities:

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- 6) Describe the program's improvement opportunities for coordination activities:

Standard Eleven - Special Populations

- 1) Is program prepared to respond to the needs of special population students? (Suggest reviewing instructional methods and adaptations.)
- 2) Is teaching/tutoring assistance available to special population students? (Suggest reviewing teacher observation, student schedules and staffing patterns.)
- 3) Are facilities barrier-free to accommodate students with disabilities? (Suggest reviewing facilities)
- 4) Does the advisory committee provide input on innovative instructional techniques, learning systems and instructional aids as necessary for the success of special population students? (Suggest reviewing minute of recent meetings.)
- 5) Has program been successful involving special population students in career and technical student organizations? (Suggest reviewing CTSO membership.)
- 6) Describe the program's strengths for special populations:
- 7) Describe the program's improvement opportunities for special populations:

Standard Twelve - Educational Equity

- 1) Does the program recruit and retain nontraditional students? Note: Equal access to your classroom is presumed. (Suggest reviewing classroom/laboratory environment, enrollment practices, enrollment and retention statistics and CTSO membership.)
- 2) Does the program ensure use of bias-free instructional materials? (Suggest reviewing texts, software and other media.)
- 3) Does the program's career education component feature nontraditional careers? (Suggest reviewing career fair activities, field trips, instructional media.)
- 4) Is the program's advisory committee gender balanced? (Suggest reviewing advisory committee membership.)
- 5) Are students encouraged to participate in nontraditional occupational experiences? (Suggest reviewing job shadowing/internships/coop placements.)
- 6) Describe the program's strengths for educational equity:
- 7) Describe the program's improvement opportunities for educational equity: